

City of Pierre

Capital Asset Form

TRANSFERS & RETIREMENTS

Complete this form for all capital asset Transfers or Retirements
Declared surplus - sold, donated, salvaged, destroyed, trade in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$5,000**.

Retire

Transfer

Asset Description

Serial/VIN Number Model or Product Color

To Retire an Asset:

Retirement Type Surplus Date (Commission Approval Date)

Retirement Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus Sale? Yes No Proceeds from Sale or Trade-in Value

Retirement Date (Date Removed from Service) Fund Dept

To Transfer between Departments within City of Pierre:

Transfer From:

Department:

Location:

Transfer To:

Department:

Location:

Office Use Only

State Surplus Sale Date Date Insurance Policy Updated

Date Fixed Asset System Updated Insurance ID Number

Asset Number Insurance Category

Initials Initials

Notes/Comments